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29 May 1958

MEMORANDUM FOR: Deputy Director of Personnel For Planning and Development.

SUBJECT : Report of Records Management Survey, Office of Personnel, Official Personnel and Applicant Files.

1. Mr. 25X1A9a [redacted] has prepared the attached Survey Report in accordance with your recent request.

2. Recommendations in this report provide for converting to a shelf-filing system which will substantially improve operations of the File Room. To minimize interruption to activities while changing to the new filing system, Mr. Whipp will be available to assist you.

Signed

25X1A9a 29 MAY 1958

[redacted]

Chief, Management Staff

Attachment:
Survey Report

Distribution:
Original and 1 - Addressee
1 - Records Management
1 - Management Staff
1 - Management Staff (Chrono)
25X1A9a 1 - Mr. [redacted] (Hold - Action)

25X1A9a
Mgt/S/RMS/[redacted]:skm (29 May 1958)

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